



Program Supervisor - FDC

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**Details**

**Job ID : 483**

**Title :** Program Supervisor - FDC

**Job Code :** 931

**Salary :** \$2,366.00 (Monthly)

**Grade :** 9

**Tenured :** YES

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**Job Departments**

- Juvenile Services

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**Purpose**

Responsible for providing supervision over local family drug court programs and ensuring participants are complying with program requirements

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**Required Qualifications**

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 2 Years of Related Experience

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**Job Required Knowledge**

- Knowledge of criminal justice system, the field of mental health, and related community resources
- 4 year college degree must be in a human services field
- 2 years of related experience must be with substance abuse issues

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**Job Skills/Abilities**

- Must be able to deal with highly stressed people
- Basic computer skills
- Good organizational skills
- Communication skills

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**Job Duties**

- Responsible for participant intake utilizing the addiction
- Severity index assessment and other information for preparing an individualized program plan for each participant to determine the appropriate counseling assignments and support services
- Works with community agencies to provide resources such as financial assistance, alternative housing, medical screening, educational and vocational rehabilitation, and substance abuse treatment providers
- Acts as a liaison to promote the drug court program in the local community
- Responsible for maintaining and reporting program data as required and supervisory responsibilities
- Other duties as assigned